

PURCHASING UPDATE



division of
**Purchasing and
General Services**

INSIDE THIS ISSUE

- 2 Just the FAQs:
Interpreting Services
- 2 Fiscal Year End
Reminders
- 3 PC—Community
Rehabilitation
Program
- 4 SCC—Less-Lethal
Munitions
- 5 Executive Branch
Agencies and IT
Procurements
- 6 UCI
- 6 Spotlight— Albert
Mosley

Why Are Solicitations Posted Publicly?

Jeff Hammer, Purchasing Agent

Why Solicitations are posted publicly is answered in the Utah Procurement Code (63G-6a-102). The purpose of the Utah Procurement Code is to ensure transparency in the public procurement process; ensure fair and equitable treatment of all persons who participate in the public procurement process; provide increased economy in state procurement activities and foster effective broad-based competition within the free enterprise system.

Due to this requirement, many solicitations require public notice. The procurement unit that issues a solicitation shall post notice of the solicitation: on a state website that is owned, managed by or provided under contract with, the division for posting public procurement notices or on the main website for the issuing procurement unit. When working with the Division of Purchasing, public notice is posted on our e-procurement system called Utah Public Procurement Place ("U3P"). Public notice requires posting for a minimum of seven days. It is possible that an issuing procurement unit may reduce the seven-day period if the procurement unit's procurement official signs a written statement that states a shorter time is needed and determines that competition from multiple sources may be obtained within a shorter time frame (63G-6a-112).

Even though the required notice is seven days, many solicitations are posted for longer than the required period. A longer period may be advised in order to obtain better responses and more competition, which ties back to the purpose of the Utah Procurement Code. To allow offerors a reasonable amount of time to read and respond to a solicitation, we may recommend a longer time period for complex solicitations. If you have questions about an appropriate posting time, you can reach out to your pod at the Division of Purchasing who will gladly assist you. You may also contact the Division of Purchasing at 801-957-7160.

JUST THE FAQs

Interpreting Services FAQ

By: Neil Engel, State Contract Analyst

Q. What can I use this portfolio for?

A. This contract is primarily for face-to-face and written translation services. This contract allows for Over-the-Phone interpreting only on an EMERGENCY BASIS ONLY. This contract does NOT provide for American Sign Language.

Q. Can the vendor charge for travel costs to provide services?

A. Travel is addressed in the scope of work and covers what steps must be followed for vendors requesting travel expenses. As with all portfolios containing multiple vendors, requesting quotes from multiple vendors is best practice to indemnify if travel costs can be avoided.

Q. What if the vendors in this portfolio cannot provide the requested service?

A. Agencies can review the On Demand Remote Interpreting Services portfolio to see the required services are available.

Q. I have been asked for an access code. Where do I get one?

A. An access code is provided once an agency has opened an account with the requested vendor. This code is then used when ordering services.

Fiscal Year End Reminders

Windy Aphayrath, Director

With the approaching fiscal year-end, many state agencies are ready to make purchasing decisions that they may have prolonged until they are certain funding is available. We prefer to bid early, even though you may not be certain funding is available. It is easier for us to cancel a few bids than to rush requisitions through during the last few weeks of the year.

State Purchasing's experience indicates that our workload is extremely heavy this time of year. The number of requisitions received by the Division of Purchasing doubles and often triples. This increased workload requires additional planning by you and other state agencies. The following procedures are designed to allow the Division of Purchasing to process both Old and New Year purchases in an efficient manner. Please make every effort to adhere to these procedures.

1. Submit all current fiscal year requisitions to the Division of Purchasing by April 18, 2023. These requisitions are first priority.
2. Requisitions received after April 18th are considered a second priority. The Division of Purchasing and General Services cannot guarantee that the procurement process will be completed and delivery made by fiscal year-end.
3. Order releases on State contracts (PD, PA, MA, MC, and AR) to be paid from "FY 2023" funds need to be placed timely enough to ensure delivery by the end of business on June 30, 2023. Submitting the requisition by April 18th is especially important this year due to supply chain breakdowns and shortages.

As a side note—Please keep in mind that this year, like many other agencies, the Division of Purchasing is short-staffed and will do everything we can to accommodate your end-of-year requests. Please make a special effort to make year-end procurement orderly. As always, your cooperation is appreciated.

Any questions should be submitted to a pod member for your state agency.

Pod Assignments [Here](#)

Community Rehabilitation Program

Cherilyn Hess, Assistant Director

The Community Rehabilitation Program is an important program for the state providing opportunities for people with disabilities to find employment in Utah. In this way we are investing in Utahns and our economy. The program is supported by the Utah Office of Rehabilitation and is authorized in Code 63G-6a-805.

The State of Utah, in partnership with Utah Works, Statewide Cooperative Contract PD735, secures contracts with nonprofit organizations that employ and train people with disabilities. The contracts that are approved are then set-aside contracts. A set-aside contract is mandatory use and must first be considered before an agency utilizes UCI and other Statewide Cooperative Contracts. A full listing of statewide set-aside contracts are on Purchasing's website <https://purchasing.utah.gov/statecontractdirectory/set-aside-contracts/>. These contracts provide collection and shredding of office wastepaper, onsite drug and alcohol screening devices, and temporary employment services. In addition to the contracts posted on our website, Utah Works has secured agency contracts for additional services including janitorial services, ground maintenance services, and laundry services.

Vendors do not have to go through a standard procurement process but can engage with Utah Works to secure contracts. A vendor must meet certain requirements to qualify as Community Rehabilitation Program. This vendor must be a non-profit organization, have their place of business in Utah, and maintain an employment ratio of at least 75% of program employees that have disabilities. Utah Works will present to the Persons with Disabilities Advisory Board ("PDAB") that they have found a qualified Community Rehabilitation Program to do the work. The PDAB is made up of three board members with a representative from the Division of Purchasing, Utah Office of Rehabilitation, and a representative from the private business community who shall be appointed by the Governor. PDAB will review the presented contract(s) from Utah Works and determine if the contract will meet program requirements and needs of state.

If your agency is interested in having a Community Rehabilitation Program provide services that may not have been considered for an agency contract before, please contact Utah Works, PD735, to discuss potential opportunities.



Less-Lethal Munitions

Ryan Reeder, State Contract Analyst

The Utah Division of Purchasing recently established 2 Statewide Cooperative Contracts for Less-Lethal Munitions. (MA4000 & MA4001) Less than Lethal Munitions, such as rubber bullets and pepper projectiles, are in regular use by law enforcement agencies throughout the United States in an effort to provide public safety while also attempting to limit the escalation of conflict where lethal force is prohibited or undesirable. Law enforcement and other similar entities periodically encounter these situations where less-lethal munitions can be used as an essential tool when trying to use the least amount of force necessary to accomplish a goal.

In the past, there was only one option available on statewide contract for less-lethal munitions. Currently

there are two statewide contracts with 3 different brands for end users to pick from. These newly solicited contracts both offer a wide array of less-lethal munitions and include discount pricing for end users. The discount pricing percentage will vary based on the item but the contracts were set up with end users' needs in mind. In addition to the less lethal projectiles, Less Lethal Launchers and other Less Lethal Components can be accessed within the contract. Components include full kits, holsters, magazines and wraps among other things. Agencies are invited to review the contracts and determine the best value options for their organizations. When ordering, please identify the agency you represent and always include the contract number. For questions, contact Ryan Reeder, rreeder@utah.gov

NASPO Leads Conference in San Antonio



We love to share! Here is a picture of some of our State Purchasing Staff at the NASPO Leads Conference in San Antonio.

Executive Branch Agencies and IT Procurements

Windy Aphayrath, *Director*

The Department of Government Operations (DGO) team has been working to better support executive branch agencies in their IT procurements. The Division of Purchasing and Division of Technology Services (DTS) worked closely with partner agencies to clarify contract ownership, management, and lessen confusion during the procurement process. While we are still continuing to refine this process, we are excited to share more on this process improvement – here are five quick facts to get you going:

- 1. Single-Entry Point:** There is a “single-DGO-door” for all procurements! The Purchasing is the point on all agency procurements, IT and non-IT, as part of the overall DGO team. Purchasing and DTS continue to work in partnership and collaborate with agencies to provide the necessary procurement and IT resources to support agencies’ needs.
- 2. Early Engagement:** To streamline the IT procurement process, the DGO team is focused on early engagement, so when your agency *thinks* you might need to buy something (IT-related or not), reach out!
- 3. Buy IT Catalog:** on March 1, 2023 the new [Buy IT Catalog](#) was released. This catalog currently contains hardware that agencies are able to purchase on their own without going through DTS*. Ordering instructions are included – and the catalog will continue to be

refreshed. Approved commonly purchased software will be coming on *March 31, 2023*!

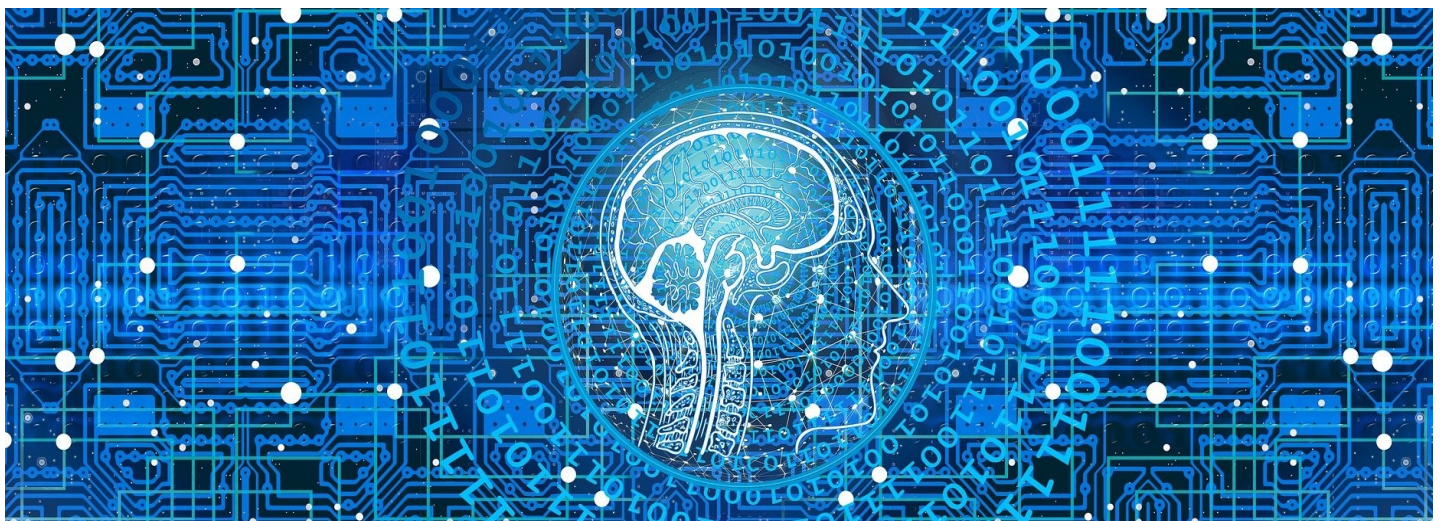
- 4. Consolidation Efforts:** Technology acquisition approvals have been consolidated with the business case process. Agencies will work with their IT resources (and Purchasing as needed) to complete a Technology Acquisition Approval form prior to their procurements, but the Business Case (if needed) will not come until afterwards – in a single workflow.

Continued Support: The DGO team recognizes this is a new process and will take some time to adjust to. The [Purchasing team](#) and [IT directors](#) continue to be available as resources for any of your agency’s procurement and IT needs.

Feedback is welcome and may be shared through your Purchasing pod and IT directors, or you can reach out directly to Windy Aphayrath (waphayrath@utah.gov) and Mark Schultz (mschultz@utah.gov).

For agencies with questions regarding contract management support, please contact the Division [Purchasing team](#). More information regarding the new Office of Contract Management Support will be coming in April’s newsletter!

**Agencies may still choose to go through DTS Procurements for these purchases by using ServiceNow.*





ON A MISSION TO REDUCE RECIDIVISM



UCI provides an opportunity to offenders called the Makin' It Work program. This program focuses on soft skills and cognitive behavior. Through these 10 class sessions, offenders learn to recognize high risk situations, learn their triggers, stop and think, actions and consequences, working together, and problem solving to reduce recidivism. Upon release, offender participants are given their Makin' It Work booklet they completed in class. Although the program was originally meant for the releasing offender population, it was found that including those without a release date has also had a positive influence and impact. The program teaches transferable soft skills that are not just used when released, but are also beneficial within their housing units.



**COME VISIT US
TO LEARN MORE**
1480 North 8000 West
Salt Lake City, UT 84116

MISSION

Utah Correctional Industries is dedicated to public safety through innovative career building, community partnerships, and quality production to develop successful people.

VISION

Building a better community through career development.



DID YOU KNOW UCI CAN OFFER...

**PRINTING | EMBROIDERY/SCREEN PRINTING
FURNITURE | SEATING/UPHOLSTERY
CONSTRUCTION | DOCUMENT SCANNING
SIGNAGE | SEWING**

View the "UCI First" State Use Law (63G-6a-804)
QUESTIONS? CONTACT US AT 801-522-7931
UCI.UTAH.GOV

Spotlight Article



Albert Mosley II

I'm married with four children, Albert III (9), CoraLynn (7), AnieLynn (6), and EmieLynn (4). I was born Fairfield, CA and lived in Los Angeles, CA from 1985-1998. I am a 3rd Generation **Los Angeles Laker, Raider, Los Angeles Dodger, and USC Trojan**. My family moved to Georgia in 1998. I am a four-time Georgia Wrestling State Placer and two-time State Champion. I attended Clemson University in 2003 with aspirations of working in finance and becoming a wrestling coach. Shortly after arriving on campus the wrestling program was cut, so I took a sales and marketing job with MBNA/Bank of America to gain experience in finance while I was trying to find another wrestling opportunity. I did too well with my marketing career and started traveling around the country for the next four years. November 1, 2008 the opportunity arose for me to work for Dekalb County Government in Stone Mountain, Georgia. I worked for Watershed Management in the Asset Management Department, and oversaw all of the purchasing procurements for the hundreds of thousands of water and sewer parts. In 2009 I was baptized into the LDS Church by a missionary. In

2011 I was invited to be at his homecoming talk. I flew in to the old Salt Lake City Airport and met the missionary's sister, Melanie, at the bottom of the escalator. I was smitten, she wasn't. I came back to Utah in February 2012 to be the best man at Her brother's wedding and now Melanie and I we were both smitten and got married September 21, 2012. One of the conditions of our marriage is that I have to like the BYU Cougars and she must be a Laker. After our son was born, Melanie wanted to move back to Utah. I lost and we moved here in November 2014. I took a part-time job on May 26, 2015 at Delta Airlines hoping Melanie would change her mind about Utah - she still hasn't. I was hired by The State of Utah in the Prison Mail Room in February 2016 then was hired in the Prison Medical as a Purchasing Tech II on July 1, 2018. I took the long way, but I am now in Purchasing Procurement as of November 14, 2022.

For the last five years I have been a wrestling coach with West Jordan High Youth Wrestling and I coach kids from 6-13 years old. My son, Albert Mosley III, is back to back Utah State Wrestling Champion, a football player, and he just started baseball. My daughters are dancers, cheerleaders, and soccer players! They are 4th Generation Lakers, Raiders, and Dodgers and 5th Generation BYU Cougars.

Q. What's the best vacation you have ever been on?

The Mosley's love going on vacation and go at least 3 weeks a year. The best vacation was our trip to in October 2022 to Cabo San Lucas, Mexico. What made it the best was we had to plan our vacation while on the airplane. When we landed I found out that I was hired as a Purchasing Agent II.

PROCUREMENT TRAINING

BROWN BAG LEARNING SERIES

DATE: 04/20/2023

TIME: 12:00PM— 1:00PM

TOPICS: Contract Management - OCMS team

PLACE: Taylorsville State Office Building

OTHER TRAINING OPPORTUNITIES

UT-NIGP: 05/18/2023

PEP Seminar: 06/15/2023

How to Receive the Purchasing Update Newsletter

Did you receive this newsletter from a co-worker? Do you want to receive the Purchasing Update directly? Please send an email to Jessika Huhnke, jessikahuhnke@utah.gov

Utah Division of Purchasing & General Services

4315 S. 2700 W. FL. 3

Taylorsville, Utah 84129

801-957-7160

Purchasing.utah.gov

Hours: 8:00 am—5:00 pm M-F

